Miss Bonnell

DEPARTMENT OF SPECIAL COLLECTIONS

COLUMBIA UNIVERSITY LIBRARIES

ANNUAL REPORT

July 1, 1946--June 30, 1947

I. STATUS OF SPECIAL COLLECTIONS

On September 1, 1946, Special Collections became one of the departmental libraries in the Reader Services, under the general direction of the Assistant Director: Reader Services.

The year just concluded has seen significant developments in the Department, most of which are as yet in the active stage and cannot be reported in full at this time. There has been sufficient progress, however, to demonstrate that in certain respects the Department has entered an entirely new phase, with high promise of increased effectiveness and usefulness.

The present Head of Special Collections took up his duties on September 1, with instructions to submit recommendations for the reorganization and development of the Department. Careful study supported first impressions--despite the best efforts of a loyal and hardworking personnel, the basic functions of the Department (protection and preservation of the books in its charge and provision of efficient service to readers) were seriously handicapped by three major faults. First, the books--even though for the most part they are the most valuable in The Libraries--were housed under extremely poor conditions, without fireproofing, air-conditioning, and, in some instances, without even adequate safeguards against unauthorized access; second, the staff was not organized in a way calculated to provide the best care and most efficient service of the books even under advantageous physical conditions; and third, the reading room in Low Library was inconveniently located in reference to the general

collections and the official catalog, thus causing interference with the work of students and scholars. Obviously the Department needed improvement in other regards (the catalog record, for example, is far from complete; there is a large backlog of books awaiting binding, rebinding, renovation, or repair; and bibliographical service has suffered because of the resignation or transfer of key members of the staff), but it was felt that those matters could await the resolving of the more urgent problems.

The Library and University authorities have been most generous in their support of the emergency measures that have been proposed, and it is with confidence and gratification that, as the report year ends, signal progress is to be noted in overcoming each of the three basic difficulties listed above. The shift of the collections to the 13th level of Butler Library is well advanced, approval has been obtained for diverting certain budget allotments (left unused because of resignations) toward the provision of an adequate service staff, and the Department reading room (202 Butler) is advantageously situated as regards the reference collection and the general catalog.

It cannot be emphasized too strongly, however, that in no instance do the temporary measures eliminate the need for long-range plans to provide permanent, specially designed quarters for the Department. The lack of suitable facilities in Butler, for example, made it necessary to leave the Plimpton, Smith and Dale collections in Low, and this has brought about a division of the Department which it was hoped could be avoided. The diversion of funds to the employment of a service staff will necessitate special measures if provision is to be made for a manuscript bibliographer or a curator of Plimpton, Smith and Dale (all the more necessary

because of the divided Department), or for a cataloger to attack the growing backlog of accessions. And although the new reading room has beauty and dignity altogether in keeping with the quality of the collections, and spaciousness to accomodate the expected increase in their use, it is nevertheless too far removed from the stack level for the greatest efficiency of service.

Moreover, while the stack area is fire-proof, light-proof, and as theft-proof as locks can make it, the air-conditioning of Butler Library leaves much to be desired from the standpoint of the needs of Special Collections. That the air which is introduced into the stack is by no means clean is obvious from the coating of dust and grime that clings to the edges of the ventilation inlet ducts, to the tops of books that have been stored over lengthy periods, and to the upper surfaces of empty shelves. The description of Butler Library, published in 1935, states (p.27) that "a constant relative humidity of fifty per cent can be maintained in summer and forty per cent in winter; and when it is 90°outdoors, 80° can be maintained indoors, this being considered about the maximum temperature difference for health and comfort." Recording instruments (hygrometer and thermometer, independent of the air-conditioning system) should be installed in the stacks in order to see how closely these optimum conditions are actually approached. In any case, a rare-book stack, to which readers do not have access and in which no study-desks will be assigned, should be air-conditioned primarily to the needs of books, and only secondarily with human comfort as an objective. The principal effort should be toward <u>avoiding variations</u> in humidity and temperature: the former should be held as close to 50% as possible; the latter should range no lower than 68° and no higher than 72°, regardless of outside temperatures. These levels are low enough to discourage the development of molds and pests, but should cause no discomfort to a working staff.

The foregoing criticisms are voiced, however, only to emphasize the need for carrying out the long-range plans for specially designed quarters, and not in any sense to brush aside the gains that have come through the emergency measures. Beginning the actual transfer of Special Collections to Butler Library is by all odds the signal accomplishment of the year, a long and important stride forward. Shelving facilities in Low have been outgrown for some time, and the books were of necessity crowded together or filed out of sequence. Those factors alone prevented proper care and efficient service. Crowding on shelves is one of the worst "enemies of books", and broken classification sequences inevitably retard service to readers. In Butler there will be space to spread out, to reorganize the files so that books requiring like handling can be brought together, and to permit the combing of the general collections formarities that would have been removed to Special Collections long since had there been room for them, and had their transfer not meant their virtual retirement from use. It will now be possible to convert the Department into a dynamic factor in the library system, with reading quarters in easy reach of the basic records and general literature, with a staff that can, by fast and efficient service, overcome the principal argument against placing useful material in a stack that is shut away from readers, and with quarters that can be shown to visitors and possible donors in the full knowledge that, as regards the care of rare material, the University need no longer suffer unduly by comparison with other institutions.

II. GROWTH OF THE COLLECTIONS

The year has seen other important developments in the Department. Some of the changes concern only administrative fuhctions (as the inclusion of the position of Bibliographer in American History, held by Dr. Reinhard Luthin, under Special Collections, effective October 1, and that of Curator of the

Near East Collections, held by Dr. Isaac Mendelsohn, effective at the beginning of the report year; as well as the proposal now under consideration to join Columbiana, without change of personnel or premises, to the Department). Others involve actual additions of blocs of material to be housed on Level 13 and to be serviced to readers by the Department staff: important in this regard are the transfers to Special Collections of (1) the Brander Matthews Dramatic Library, comprising several thousand volumes; (2) the newspaper collection (a temporary arrangement); and (3) the microfilms and reading machines. The first two transfers became effective at the end of the report year; the last is still in abeyance pending completion of the move to Butler Library.

Although the Typographic Library has long been part of Special Collections, it is now for the first time being administered by the regular staff, without special assistance. Prior to this arrangement, the collection was available to readers for only ten hours each week; it is now available during the full period of opening of the Department.

a) Current Acquisitions; Purchases

During the year 236 titles were purchased out of Special Collections funds, the total expenditure being $3,406. Of these, 40 were purchased out of Park Benjamin funds administered by Mr. Merle Hoover, the expenditure being $244.15. This is by no means an accurate statement of the whole number of books that have been added by purchase to Special Collections, inasmuch as a large part of the early and scarce books and manuscripts that are bought through other allotments find their way into this Department. Sometimes, too, special purchases are made which could not be financed out of the Department funds: an example is to be found in the recent acquisition of 124 letters from Tolstói and members of his family to Aylmer Maude, his literary representative in this country.

b) Current Acquisitions: Gifts

Acquisitions by gift have been especially significant this year. The outstanding contribution was, of course, the Spinoza Collection, numbering about 4,000 items that had been gathered over many years by Adolph S. Oko and Carl Gebhardt. The library, the most nearly complete in this country, was presented to the University through the generosity of Dr. Simon L. Millner, Mrs. Thomas S. Lamont, Mr. Corliss Lamont, and Mr. Christian A. Zabriskie. The presentation was the occasion for a tea, held on May 22, honoring the collectors and donors and the memory of the great philosopher.

The bound and unbound volumes of Dr. Nicholas Murray Butler's correspondence with Presidents of the United States were turned over during the year to the Department for safe-keeping. They are to be withheld from use during Dr. Butler's lifetime.

Professor and Mrs. Arthur P. Coleman presented the first edition of Sienkiewicz' Quo Vadis, Warsaw, 1901, and a number of programs for contemporary Russian theatrical productions.

The 1947 gift of Mr. Frederick Coykendall '95 from his library of English and American literature is composed of first editions of late 19th- and 20th-century poets. In all, 1326 volumes by 700 authors were added this year. Although most of the authors represented are less well known than those whose works Mr. Coykendall has previously given, they will add substantially to the Library's resources for literary research in this period.

Mr. Clarence Epstean added 85 books, pamphlets, and serials to the Epstean Collection on the History of Photography.

Dean James K. Finch presented a rare edition (Danbury, 1803) of William Hubbard's Narrative of the Indian Wars.

Klub Polski gave a fine copy of Antonius Possevini's Apparatus ad Omnium Gentium Historiam, Venice, 1597.

A memorial volume containing excerpted articles, papers, and pamphlets by Dean Roswell C. McCrae, specially bound and inscribed by some of his students, was deposited for safe-keeping in Special Collections.

Mrs. David Eugene Smith added various memorabilia of her late husband to the Smith Library.

Mrs. Frank J. Sprague presented sixteen Walt Whitman items, duplicates from her splendid collection. Included in the gift are six items issued privately by Henry S. Saunders of Toronto, and the very rare Leaves of Grass Imprints, Boston, 1860 (a copy was offered by Goodspeed at $225.00 in 1930).

c) Statistics

Books sent to the Cataloging Department	491
Books received from the Cataloging Department	1,587
Catalog cards received	2,298
Manuscripts cataloged	84

III. USE OF THE COLLECTIONS

a) Use by Readers

There is room for marked expansion in the scholarly use of The Libraries' rarities. Considerable spadework remains to be done, however, before it would be wise to launch extensive programs for attracting the interest of faculty members and students to the collections. When the transfer to Butler Library is completed, special efforts will be directed toward establishing order on the shelves and providing essential catalog records. (These projects are discussed more fully in Part IV below.) When sufficient progress has been made along these lines to permit fulfillment of our promises to provide ready access to the material, means will be sought of effectively publicizing the opportunities that exist for advanced research. Newly-acquired collections will be appraised for their thesis value. Faculty members and graduate students will be invited to visit the stack so that they may have visual knowledge of our holdings, and the use of the Reading Room as headquarters for research as well as for study will be encouraged. As things now stand, it is apparent that a large part of the work done in Special Collections consists of "reference searching" and preparation for courses--research at the training level. This is a legitimate

claim on the resources of the Department, of course, but it is hoped that the future will see a notable increase in productive research.

During the year a total of 1,968 registered readers used 4,430 volumes. In addition, 359 books were sent out of the Department on Intramural Loan, and 8 on Interlibrary Loan; the total of books used was therefore 4,796.

b) Exhibitions

During the year 19 exhibitions were installed, of which three were major. "John Day and His Contemporaries" went on view in August, and occupied the large cases beside the circulation desk on the third floor of Butler Library. "Polar Expeditions," selected from the Bassett Jones "Libris Polaris" collection, was installed in Room 203, Low Library, for the occasion of the visit of the American Historical Association. It was kept on view for three months. "Gaucho Life and Literature," an exhibit of books, prints and objects related to life in the region of the Rio de la Plata, was prepared by Dr. Edward LaRocque Tinker from materials in his own collection. It was installed in Room 210, Low Library, where it will remain on view through the Summer Session.

IV. PROJECTS OF THE COMING YEAR

When the transfer of Special Collections to Butler Library has been completed, root-and-branch reorganization of the material in the Department's care will be undertaken, in order to provide maximum efficiency in protection and usefulness under existing conditions. It is not expected, of course, that all of the projects discussed below will be completed during the coming year, but beginnings will be made and progress will be in proportion to the amount of staff time that can be devoted to the work.

a) Stream-Lining the Files

All books classified under Dewey numbers will be arranged in a single sequence, excepting those groups which would lose their identity if they were

so filed (for example, the Brander Matthews Dramatic Library). Thus the Book Arts collection, the Epstean Library on the history of photography, and the Motion Picture Collection will be included with the main sequence of "g" books. In these instances no record changing is involved. The Dewey system maintains the collections as blocs, and they can be removed from the sequence at any time such action becomes advisable.

Individual works that are held out of file for any reason (vault, oversize, special handling) will be represented by dummies on the shelves. Small folios (up to 16" high by 10" wide) will be shelved on the top shelf of the sections in which they belong, while larger folios will be laid flat in sections specially arranged at the ends of the tiers. "Name" collections, groups of books classified under systems other than Dewey, and uncataloged files for which check-lists are available will be given conspicuous filing slips containing the names of the collections and plainly-written call numbers (arbitrary) if necessary). Though not particularly sightly, this will enable relatively untrained assistants to work efficiently, reducing the hazards to service usually attending staff turnovers.

b) Census of the Collections

No accurate count of the material administered by the Department is available. It is proposed that those statistics be compiled, preferably in ledger form, so that additions and removals may be incorporated as they occur. The count will be made by volumes as they stand on the shelves, with separate columns for unbound pamphlets and broadsides, unless other instructions are received.

c) Provision of Basic Records

The Department's service staff has been developed not only to provide adequate service to readers, but also in order that progress can be made in

compiling basic records without which the Department cannot function to the best advantage. The fact that the Department's author index is incomplete is less serious now that the transfer to Butler Library has brought us within reach of the official catalog. There are other lacks, however, which are the causes of deeper concern: (1) a complete stack shelf-list, by which much-needed shelf reading can be conducted, and to which stack attendants can refer when readers' call-slips are inadequate; (2) a broad subject catalog for use by readers (it does not need to be more than a duplicate shelf-list); and (3) a chronological index for books published before 1850.

The backlog of work built up during the war years makes it unlikely that these records can be supplied by the Catalog Department in the reasonably near future. An alternative is therefore suggested. Inasmuch as the supervisorial duties of desk assistants are often such that other duties may be performed simultaneously, it is proposed that any such free time be used to forward the compilation of basic records. Desk assistants do not necessarily possess expert knowledge of cataloging, but the present proposal involves no more than the copying (usually in condensed form) of existing records.

d) Preparation of Uncataloged Collections

A concerted effort is sorely needed to reduce the huge backlog of work represented by certain large and important, but as yet uncataloged, collections, most of which have been highly publicized and to which readers justly demand access. During busy seasons this obligation is embarassing, because the servicing of uncataloged collections is expensive in time and requires special knowledge on the part of the attendants. The list of uncataloged collections is imposing: the Gonzalez Lodge classical works (1,500 volumes) must be serviced through the acquisitions record; thousands of Seligman books are available only through the check-list; the newly-acquired Spinozana

(about 4,000 volumes) have only brief entry cards prepared by the former owners; the Typographic Library (15,000-20,000 volumes) has an incomplete catalog, in the use of which both readers and staff must be given a special course; some 500 Park Benjamin books are as yet uncataloged; and the Pinthus deposit collection of German literature since 1900 (about 5,000 volumes) has only the owner's handwritten list. And although the Plimpton Library has been in the possession of The Libraries for a dozen years, there are still 10,000 volumes awaiting complete cataloging; this despite the fact that for more than half of them advanced preliminary work has been completed, and for the rest main-entry cards have been provided.

Nevertheless, the Department will undertake to service these collections as efficiently as can be done under makeshift conditions. At least the books will be given logical arrangement on the shelves, and in some cases arbitrary call-numbers will be assigned.

e) Transfers of Rarities

A sampling, necessarily very limited, of the official Catalog indicates that from 50,000 to 100,000 rarities and potential rarities remain in the General Library. It is proposed that a systematic search for such material be undertaken. In the last analysis, of course, this can be accomplished on a definitive basis only be means of a careful check of the catalog. However, a beginning can be made and the more obvious rarities can be segregated by means of a self check. During the coming year the Head of Special Collections will schedule a portion of his time to the examination of books on the General Library shelves.

f) Readers' Rules

Neither readers nor staff members have a very clear conception of the privileges and regulations pertaining to the use of Special Collections,

for no codification of these has ever been undertaken. As a result the Department staff, especially new members, are constantly in danger of erring in matters of essential policy. It is proposed, therefore, that a set of rules be drawn up, after careful study has been made of codes in use at other comparable libraries. The rules as finally compiled should bear the authorization of the Director of Libraries, and, preferably, should be printed in dignified format for prominent display at readers' places in the Reading Room.

V. PREMISES, EQUIPMENT, AND STAFF

a) Premises

The transfer of Special Collections to Butler Library has already been discussed at length. When the move is complete, the Department will occupy Room 801, the cage in the north-east corner of Level 14, all of Level 13, Special Collections rooms 653, 654, 655 and 656, the cage adjoining Room 653 on Level 12, and Rooms 201-202 (reading room and office). All space in Low Memorial Library formerly occupied by the Department has been relinquished, with the exception of rooms ~~201-211~~ 209-210, the exhibit room and office of the Plimpton, Smith, and Dale Library.

The newspaper stack, 117 and part of 117M, Butler, is also temporarily administered by the Department.

b) Equipment

No considerable changes in equipment were requested during the year. The move to Butler, however, has emphasized the rather nondescript aspect of the Department catalog files, and it is hoped that a way can be found to bring this indispensable equipment more closely into accord with the decor of room 202.

c) Staff

Despite the fact that the Department had been for more than a year without an official Head, a smoothly-running organization awaited me when I took up my duties on September 1. I wish to place on record the fact that, if my first year of tenure has been marked with any degree of success, it has been due in large measure to the whole-hearted co-operation of a willing and loyal staff. Miss Alice Bonnell, my senior assistant, has generously shared with me her expert and detailed knowledge of the collections, and Miss Anna Cushing, my secretary, has on countless occasions given me the benefit of her thorough familiarity with procedures, records, personalities, and, in fact, the whole factual background of running the office of Special Collections. The period of training through which I have gone was made immeasurably easier because the answer to nearly every question could be obtained from either Miss Bonnell or Miss Cushing. Moreover, their ready acceptance of responsibilities often far removed from their described duties has made it possible for the Department to function effectively during a year that has been marred by frequent changes in personnel.

Dr. Reinhard Luthin, Bibliographer in American History, and Dr. Isaac Mendelsohn, Curator of the Near East Collections, have carried on their respective duties throughout the year with little need for recourse to the Head of Special Collections. Administratively these divisions are grouped as adjuncts of this Department, but their functions are so specialized that, on the present occasion at least, separate reports are being submitted, attached herewith.

In the matter of staff losses, the Plimpton, Smith and Dale Library has suffered most. On July 1, 1946, Miss Bertha Frick, Curator, transferred her full attention to teaching in the School of Library Service. On the same

date Miss Marion Schild, cataloger, resigned to take a position elsewhere. On September 1, Mr. Samuel A. Ives, Assistant Curator, after long service of which a notable result was his detailed catalog of the Plimpton and Smith manuscripts, left to take another position. His resignation meant the loss to The Libraries of his intimate knowledge of those manuscripts, an asset that will not be easily found again.

Another serious loss occurred when Miss Dorothy Eggert, Librarian of the Typographic Library, resigned on December 31. Although her other duties prevented Miss Eggert from devoting more than ten hours a week to the Typographic Library, her leaving has deprived us of the best and most detailed knowledge of the collection in existence. Now more than ever it is essential that the Typographic Library be properly cataloged so that the scholarly use of this important collection will not be indefinitely impeded.

None of these positions has been refilled on a permanent basis, but it is hoped that the position of Curator in the Plimpton, Smith and Dale Library will not be allowed to remain vacant for long, and the serious need for a representative in the Catalog Department has been noticed above. For a short time Mr. Theodore James acted as Library Assistant in the Plimpton Library, but he resigned in February to take a teaching position. His place has been filled by a succession of part-time and full-time desk assistants, a wholly unsatisfactory makeshift made necessary by the confusion attending the Department's transfer to Butler Library.

In the Department proper, Mrs. Solidelle Wasser, desk assistant, resigned on August 30. Her place was filled by two part-time assistants, among whom there was a discouraging repetition of resignations and appointments until, at the end of the report year, a permanent, full-time assistant, Mrs. Irene Klam, was appointed. Mrs. Klam has shown herself to be a most valuable addition to the staff, and with her help it is hoped that progress

can be made in compiling the basic records needed in the Department. On January 31 Miss Ramona Cerda, desk assistant, resigned, and on February 16 Miss Pamela Carpenter was appointed in her place. Miss Carpenter's willingness, industry, and keen enthusiasm have helped tide the Department over a very difficult period.

Respectfully submitted,

ROLAND BAUCHMAN,
HEAD OF SPECIAL COLLECTIONS

TO: DR. CARL M. WHITE
DIRECTOR OF THE LIBRARIES
COLUMBIA UNIVERSITY
JULY 1, 1947.

June 30, 1947.

APPENDIX I: REPORT OF THE BIBLIOGRAPHER IN AMERICAN HISTORY

To Mr. Roland Baughman
Head of Special Collections

The creation of the position of Bibliographer in American History, under the Bancroft Foundation, brought up the question as to what the specific duties of that position should be. Since the position was new, it developed upon the incumbent, with the authority of the Office of the Director of Libraries, to endeavor to find in what way he could be most useful to the Columbia University Libraries. At the end of the fiscal year 1946-1947, the duties performed by the Bibliographer in American History have consisted of the following.

1. Recommending the purchase of books, pamphlets, newspapers, manuscripts, and microfilm reproductions in the field of the history of the United States, including the history of the South, slavery, and also in the fields of international relations and diplomacy.
2. Keeping in communication with members of the faculty of the American history division of the Department of History, as to their needs in the Libraries.
3. Advising graduate students on bibliographical problems, with special reference to source materials and the availability of those materials.

Among the manuscript collections acquired during the year 1946-1947 were the following:

1. Azariah C. Flagg Papers, consisting of letters sent to Flagg, a leader of the Democratic Party in New York state during the

1830's, 1840's, 1850's; in the collection are some twenty-five letters written by Martin Van Buren, President of the United States, rich in content. Acquired June, 1947.

2. Josephine Griffing Papers, a small but valuable collection, written to Mrs. Griffing, abolitionist agitator and reformer, during the 1840's, 1850's, and 1860's; in the collection are letters written by such well-known personages as Horace Greeley, Charles Sumner, John Greenleaf Whittier, and Frederick Douglass. Acquired November, 1946.

3. Charlemagne Tower Papers, consisting of letters received by Tower, capitalist, lawyer, and exploiter of natural resources; they are of significance particularly for a study of the growth of the anthracite coal mining industry in Pennsylvania and of the development of the iron mineral lands of northern Minnesota during the latter half of the nineteenth century. Acquired December, 1946.

4. Oswald Garrison Villard Collection of John Browniana, consisting of manuscripts, books, pamphlets and newspapers concerning the life of the famed militant abolitionist, John Brown; this material constitutes one of the three greatest collections relevant to Brown, who, by his Kansas and Harper's Ferry exploits, aided materially in brewing anti-northern opinion in the slave states during the late 1850's, which was partly responsible for the outbreak of the Civil War. Acquired January, 1947.

Several "contacts" of a personal nature have been made by the Bibliographer in American History with the families of men of some historical importance, with a view to the acquisition of the correspondence of their ancestors by the Columbia University Libraries. Tangible results along

these lines might be expected within the next six months.

Respectfully submitted,

Reinhard H. Luthin
Associate in History and
Bibliographer in American
History.

C O P Y

July 3, 1947

APPENDIX II: REPORT OF THE CURATOR OF THE NEAR EAST COLLECTIONS

From: I. Mendelsohn
To: Mr. Roland Baughman

Report for the Academic Year 1946-1947

Near and Middle East Collections

1. Cataloging of Books:

678 books in European, Near East and Middle East languages (including Turkish) have been catalogued.

2. Cuneiform Tablets:

The Catalogue of the Babylonian Tablets which appeared in 1943 listed only 380 tablets out of a total of more than 500 in our collection. Those not listed were small fragments and it was deemed advisable at that time not to include them. Since the publication of the catalogue, however, many Assyriologists (from Yale, Brown and Chicago) have inspected our fragments and expressed the opinion that many of them are of great interest and that they ought to be published. I have undertaken the task and have already catalogued 26 of them.

3. Hebrew Manuscripts:

The preparation of the Second Volume of the Descriptive Catalogue of Oriental MSS is progressing slowly. Professor W. S. Baron and I hope to have the first draft ready by next year.

4. Acquisition of Manuscripts:

The first shipment of MSS and papyri purchased for the Library by Prof. Arthur Jeffery in Egypt arrived a few months ago. It consists of 48 Arabic and Coptic MSS and 44 miscellaneous lots of papyri written in Hieroglyphic, Demotic, Arabic, Chinese, Coptic, and Greek.

Respectfully submitted

Isaac Mendelsohn
Curator of Near East Collections

DEPARTMENT OF SPECIAL COLLECTIONS

COLUMBIA UNIVERSITY LIBRARIES

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collections and the official catalog, thus causing interference with the work of students and scholars. Obviously the Department needed improvement in other regards (the catalog record, for example, is far from complete; there is a large backlog of books awaiting binding, rebinding, renovation, or repair; and bibliographical service has suffered because of the resignation or transfer of key members of the staff), but it was felt that those matters could await the resolving of the more urgent problems.

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It cannot be emphasized too strongly, however, that in no instance do the temporary measures eliminate the need for long-range plans to provide permanent, specially designed quarters for the Department. The lack of suitable facilities in Butler, for example, made it necessary to leave the Plimpton, Smith and Dale collections in Low, and this has brought about a division of the Department which it was hoped could be avoided. The diversion of funds to the employment of a service staff will necessitate special measures if provision is to be made for a manuscript bibliographer or a curator of Plimpton, Smith and Dale (all the more necessary

because of the divided Department), or for a cataloger to attack the growing backlog of accessions. And although the new reading room has beauty and dignity altogether in keeping with the quality of the collections, and spaciousness to accomodate the expected increase in their use, it is nevertheless too far removed from the stack level for the greatest efficiency of service.

Moreover, while the stack area is fire-proof, light-proof, and as theft-proof as locks can make it, the air-conditioning of Butler Library leaves much to be desired from the standpoint of the needs of Special Collections. That the air which is introduced into the stack is by no means clean is obvious from the coating of dust and grime that clings to the edges of the ventilation inlet ducts, to the tops of books that have been stored over lengthy periods, and to the upper surfaces of empty shelves. The description of Butler Library, published in 1935, states (p.27) that "a constant relative humidity of fifty per cent can be maintained in summer and forty per cent in winter; and when it is 90°outdoors, 80° can be maintained indoors, this being considered about the maximum temperature difference for health and comfort." Recording instruments (hygrometer and thermometer, independent of the air-conditioning system) should be installed in the stacks in order to see how closely these optimum conditions are actually approached. In any case, a rare-book stack, to which readers do not have access and in which no study-desks will be assigned, should be air-conditioned primarily to the needs of books, and only secondarily with human comfort as an objective. The principal effort should be toward avoiding variations in humidity and temperature: the former should be held as close to 50% as possible; the latter should range no lower than 68° and no higher than 72°, regardless of outside temperatures. These levels are low enough to discourage the development of molds and pests, but should cause no discomfort to a working staff.

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II. GROWTH OF THE COLLECTIONS

The year has seen other important developments in the Department. Some of the changes concern only administrative functions (as the inclusion of the position of Bibliographer in American History, held by Dr. Reinhard Luthin, under Special Collections, effective October 1, and that of Curator of the

Near East Collections, held by Dr. Isaac Mendelsohn, effective at the beginning of the report year; as well as the proposal now under consideration to join Columbiana, without change of personnel or premises, to the Department). Others involve actual additions of blocs of material to be housed on Level 15 and to be serviced to readers by the Department staff; important in this regard are the transfers to Special Collections of (1) the Brander Matthews Dramatic Library, comprising several thousand volumes; (2) the newspaper collection (a temporary arrangement); and (3) the microfilms and reading machines. The first two transfers became effective at the end of the report year; the last is still in abeyance pending completion of the move to Butler Library.

Although the Typographic Library has long been part of Special Collections, it is now for the first time being administered by the regular staff, without special assistance. Prior to this arrangement, the collection was available to readers for only ten hours each week; it is now available during the full period of opening of the Department.

a) Current Acquisitions; Purchases

During the year 256 titles were purchased out of Special Collections funds, the total expenditure being $3,406. Of these, 40 were purchased out of Park Benjamin funds administered by Mr. Merle Hoover, the expenditure being $244.15. This is by no means an accurate statement of the whole number of books that have been added by purchase to Special Collections, inasmuch as a large part of the early and scarce books and manuscripts that are bought through other allotments find their way into this Department. Sometimes, too, special purchases are made which could not be financed out of the Department funds; an example is to be found in the recent acquisition of 124 letters from Tolstòi and members of his family to Aylmer Maude, his literary representative in this country.

b) Current Acquisitions: Gifts

Acquisitions by gift have been especially significant this year. The outstanding contribution was, of course, the Spinoza Collection, numbering about 4,000 items that had been gathered over many years by Adolph S. Oko and Carl Gebhardt. The library, the most nearly complete in this country, was presented to the University through the generosity of Dr. Simon L. Millner, Mrs. Thomas S. Lamont, Mr. Corliss Lamont, and Mr. Christian A. Zabriskie. The presentation was the occasion for a tea, held on May 22, honoring the collectors and donors and the memory of the great philosopher.

The bound and unbound volumes of Dr. Nicholas Murray Butler's correspondence with Presidents of the United States were turned over during the year to the Department for safe-keeping. They are to be withheld from use during Dr. Butler's lifetime.

Professor and Mrs. Arthur P. Coleman presented the first edition of Sienkiewicz' Quo Vadis, Warsaw, 1901, and a number of programs for contemporary Russian theatrical productions.

The 1947 gift of Mr. Frederick Coykendall '96 from his library of English and American literature is composed of first editions of late 19th- and 20th-century poets. In all, 1328 volumes by 700 authors were added this year. Although most of the authors represented are less well known than those whose works Mr. Coykendall has previously given, they will add substantially to the Library's resources for literary research in this period.

Mr. Clarence Epstean added 85 books, pamphlets, and serials to the Epstean Collection on the History of Photography.

Dean James T. Finch presented a rare edition (Danbury, 1803) of William Hubbard's Narrative of the Indian Wars.

Klub Polski gave a fine copy of Antonius Possevini's Apparatus ad Omnium Gentium Historiam, Venice, 1597.

A memorial volume containing excerpted articles, papers, and pamphlets by Dean Roswell C. McCrea, specially bound and inscribed by some of his students, was deposited for safe-keeping in Special Collections.

Mrs. David Eugene Smith added various memorabilia of her late husband to the Smith Library.

Mrs. Frank J. Sprague presented sixteen Walt Whitman items, duplicates from her splendid collection. Included in the gift are six items issued privately by Henry S. Saunders of Toronto, and the very rare Leaves of Grass Imprints, Boston, 1860 (a copy was offered by Goodspeed at $225.00 in 1930).

c) Statistics

Books sent to the Cataloging Department	491
Books received from the Cataloging Department	1,587
Catalog cards received	2,298
Manuscripts cataloged	94

III. USE OF THE COLLECTIONS

a) Use by Readers

There is room for marked expansion in the scholarly use of The Libraries' rarities. Considerable spadework remains to be done, however, before it would be wise to launch extensive programs for attracting the interest of faculty members and students to the collections. When the transfer to Butler Library is completed, special efforts will be directed toward establishing order on the shelves and providing essential catalog records. (These projects are discussed more fully in Part IV below.) When sufficient progress has been made along these lines to permit fulfillment of our promises to provide ready access to the material, means will be sought of effectively publicizing the opportunities that exist for advanced research. Newly-acquired collections will be appraised for their thesis value. Faculty members and graduate students will be invited to visit the stack so that they may have visual knowledge of our holdings, and the use of the Reading Room as headquarters for research as well as for study will be encouraged. As things now stand, it is apparent that a large part of the work done in Special Collections consists of "reference searching" and preparation for courses--research at the training level. This is a legitimate

claim on the resources of the Department, of course, but it is hoped that the future will see a notable increase in productive research.

During the year a total of 1,968 registered readers used 4,430 volumes. In addition, 358 books were sent out of the Department on Intramural Loan, and 8 on Interlibrary Loan; the total of books used was therefore 4,796.

b) Exhibitions

During the year 19 exhibitions were installed, of which three were major. "John Day and His Contemporaries" went on view in August, and occupied the large cases beside the circulation desk on the third floor of Butler Library. "Polar Expeditions," selected from the Bassett Jones "Libris Polaris" collection, was installed in Room 203, Low Library, for the occasion of the visit of the American Historical Association. It was kept on view for three months. "Gaucho Life and Literature," an exhibit of books, prints and objects related to life in the region of the Rio de la Plata, was prepared by Dr. Edward LaRocque Tinker from materials in his own collection. It was installed in Room 210, Low Library, where it will remain on view through the Summer Session.

IV. PROJECTS OF THE COMING YEAR

When the transfer of Special Collections to Butler Library has been completed, root-and-branch reorganization of the material in the Department's care will be undertaken, in order to provide maximum efficiency in protection and usefulness under existing conditions. It is not expected, of course, that all of the projects discussed below will be completed during the coming year, but beginnings will be made and progress will be in proportion to the amount of staff time that can be devoted to the work.

a) Stream-Lining the Files

All books classified under Dewey numbers will be arranged in a single sequence, excepting those groups which would lose their identity if they were

so filed (for example, the Brander Matthews Dramatic Library). Thus the Book Arts collection, the Epstean Library on the history of photography, and the Motion Picture Collection will be included with the main sequence of "c" books. In these instances no record changing is involved. The Dewey system maintains the collections as blocs, and they can be removed from the sequence at any time such action becomes advisable.

Individual works that are held out of file for any reason (vault, oversize, special handling) will be represented by dummies on the shelves. Small folios (up to 16" high by 10" wide) will be shelved on the top shelf of the sections in which they belong, while larger folios will be laid flat in sections specially arranged at the ends of the tiers. "Name" collections, groups of books classified under systems other than Dewey, and uncataloged files for which check-lists are available will be given conspicuous filing slips containing the names of the collections and plainly-written call numbers (arbitrary) if necessary). Though not particularly sightly, this will enable relatively untrained assistants to work efficiently, reducing the hazards to service usually attending staff turnovers.

b) Census of the Collections

No accurate count of the material administered by the Department is available. It is proposed that those statistics be compiled, preferably in ledger form, so that additions and removals may be incorporated as they occur. The count will be made by volumes as they stand on the shelves, with separate columns for unbound pamphlets and broadsides, unless other instructions are received.

c) Provision of Basic Records

The Department's service staff has been developed not only to provide adequate service to readers, but also in order that progress can be made in

compiling basic records without which the Department cannot function to the best advantage. The fact that the Department's author index is incomplete is less serious now that the transfer to Butler Library has brought us within reach of the official catalog. There are other lacks, however, which are the causes of deeper concern: (1) a complete stack shelf-list, by which much-needed shelf reading can be conducted, and to which stack attendants can refer when readers' call-slips are inadequate; (2) a broad subject catalog for use by readers (it does not need to be more than a duplicate shelf-list); and (3) a chronological index for books published before 1850.

The backlog of work built up during the war years makes it unlikely that these records can be supplied by the Catalog Department in the reasonably near future. An alternative is therefore suggested. Inasmuch as the supervisorial duties of desk assistants are often such that other duties may be performed simultaneously, it is proposed that any such free time be used to forward the compilation of basic records. Desk assistants do not necessarily possess expert knowledge of cataloging, but the present proposal involves no more than the copying (usually in condensed form) of existing records.

d) Preparation of Uncataloged Collections

A concerted effort is sorely needed to reduce the huge backlog of work represented by certain large and important, but as yet uncataloged, collections, most of which have been highly publicized and to which readers justly demand access. During busy seasons this obligation is embarassing, because the servicing of uncataloged collections is expensive in time and requires special knowledge on the part of the attendants. The list of uncataloged collections is imposing: the Gonzalez Lodge classical works (1,500 volumes) must be serviced through the acquisitions record; thousands of Seligman books are available only through the check-list; the newly-acquired Spinozana

(about 4,000 volumes) have only brief entry cards prepared by the former owners; the Typographic Library (15,000-20,000 volumes) has an incomplete catalog, in the use of which both readers and staff must be given a special course; some 500 Park Benjamin books are as yet uncataloged; and the Pinthus deposit collection of German literature since 1900 (about 5,000 volumes) has only the owner's handwritten list. And although the Plimpton Library has been in the possession of The Libraries for a dozen years, there are still 10,000 volumes awaiting complete cataloging; this despite the fact that for more than half of them advanced preliminary work has been completed, and for the rest main-entry cards have been provided.

Nevertheless, the Department will undertake to service these collections as efficiently as can be done under makeshift conditions. At least the books will be given logical arrangement on the shelves, and in some cases arbitrary call-numbers will be assigned.

e) Transfers of Rarities

A sampling, necessarily very limited, of the Official Catalog indicates that from 50,000 to 100,000 rarities and potential rarities remain in the General Library. It is proposed that a systematic search for such material be undertaken. In the last analysis, of course, this can be accomplished on a definitive basis only by means of a careful check of the catalog. However, a beginning can be made and the more obvious rarities can be segregated by means of a self check. During the coming year the Head of Special Collections will schedule a portion of his time to the examination of books on the General Library shelves.

f) Readers' Rules

Neither readers nor staff members have a very clear conception of the privileges and regulations pertaining to the use of Special Collections,

for no codification of these has ever been undertaken. As a result the Department staff, especially new members, are constantly in danger of erring in matters of essential policy. It is proposed, therefore, that a set of rules be drawn up, after careful study has been made of codes in use at other comparable libraries. The rules as finally compiled should bear the authorization of the Director of Libraries, and, preferably, should be printed in dignified format for prominent display at readers' places in the Reading Room.

V. PREMISES, EQUIPMENT, AND STAFF

a) Premises

The transfer of Special Collections to Butler Library has already been discussed at length. When the move is complete, the Department will occupy Room 801, the cage in the north-east corner of Level 14, all of Level 13, Special Collections rooms 653, 654, 655 and 656, the cage adjoining Room 653 on Level 12, and Rooms 201-202 (reading room and office). All space in Low Memorial Library formerly occupied by the Department has been relinquished, with the exception of rooms ~~21[illegible]~~ 209-210, the exhibit room and office of the Plimpton, Smith, and Dale Library.

The newspaper stack, 117 and part of 117M, Butler, is also temporarily administered by the Department.

b) Equipment

No considerable changes in equipment were requested during the year. The move to Butler, however, has emphasized the rather nondescript aspect of the Department catalog files, and it is hoped that a way can be found to bring this indispensable equipment more closely into accord with the decor of room 202.

c) Staff

Despite the fact that the Department had been for more than a year without an official Head, a smoothly-running organization awaited me when I took up my duties on September 1. I wish to place on record the fact that, if my first year of tenure has been marked with any degree of success, it has been due in large measure to the whole-hearted co-operation of a willing and loyal staff. Miss Alice Bonnell, my senior assistant, has generously shared with me her expert and detailed knowledge of the collections, and Miss Anna Cushing, my secretary, has on countless occasions given me the benefit of her thorough familiarity with procedures, records, personalities, and, in fact, the whole factual background of running the office of Special Collections. The period of training through which I have gone was made immeasurably easier because the answer to nearly every question could be obtained from either Miss Bonnell or Miss Cushing. Moreover, their ready acceptance of responsibilities often far removed from their described duties has made it possible for the Department to function effectively during a year that has been marred by frequent changes in personnel.

Dr. Reinhard Luthin, Bibliographer in American History, and Dr. Isaac Mendelsohn, Curator of the Near East Collections, have carried on their respective duties throughout the year with little need for recourse to the Head of Special Collections. Administratively these divisions are grouped as adjuncts of this Department, but their functions are so specialized that, on the present occasion at least, separate reports are being submitted, attached herewith.

In the matter of staff losses, the Plimpton, Smith and Dale Library has suffered most. On July 1, 1946, Miss Bertha Frick, Curator, transferred her full attention to teaching in the School of Library Service. On the same

date Miss Marion Schild, cataloger, resigned to take a position elsewhere. On September 1, Mr. Samuel A. Ives, Assistant Curator, after long service of which a notable result was his detailed catalog of the Plimpton and Smith manuscripts, left to take another position. His resignation meant the loss to The Libraries of his intimate knowledge of those manuscripts, an asset that will not be easily found again.

Another serious loss occurred when Miss Dorothy Eggert, Librarian of the Typographic Library, resigned on December 31. Although her other duties prevented Miss Eggert from devoting more than ten hours a week to the Typographic Library, her leaving has deprived us of the best and most detailed knowledge of the collection in existence. Now more than ever it is essential that the Typographic Library be properly cataloged so that the scholarly use of this important collection will not be indefinitely impeded.

None of these positions has been refilled on a permanent basis, but it is hoped that the position of Curator in the Plimpton, Smith and Dale Library will not be allowed to remain vacant for long, and the serious need for a representative in the Catalog Department has been noticed above. For a short time Mr. Theodore James acted as Library Assistant in the Plimpton Library, but he resigned in February to take a teaching position. His place has been filled by a succession of part-time and full-time desk assistants, a wholly unsatisfactory makeshift made necessary by the confusion attending the Department's transfer to Butler Library.

In the Department proper, Mrs. Solidelle Wasser, desk assistant, resigned on August 30. Her place was filled by two part-time assistants, among whom there was a discouraging repetition of resignations and appointments until, at the end of the report year, a permanent, full-time assistant, Mrs. Irene Klam, was appointed. Mrs. Klam has shown herself to be a most valuable addition to the staff, and with her help it is hoped that progress

can be made in compiling the basic records needed in the Department. On January 31 Miss Ramona Cerda, desk assistant, resigned, and on February 16 Miss Pamela Carpenter was appointed in her place. Miss Carpenter's willingness, industry, and keen enthusiasm have helped tide the Department over a very difficult period.

Respectfully submitted,

HOLAND BAUGHMAN,
HEAD OF SPECIAL COLLECTIONS

TO: DR. CARL M. WHITE
DIRECTOR OF THE LIBRARIES
COLUMBIA UNIVERSITY
JULY 1, 1947.

June 30, 1947

APPENDIX I: REPORT OF THE BIBLIOGRAPHER IN AMERICAN HISTORY

To Mr. Roland Baughman
Head of Special Collections

The creation of the position of Bibliographer in American History, under the Bancroft Foundation, brought up the question as to what the specific duties of that position should be. Since the position was new, it devolved upon the incumbent, with the authority of the Office of the Director of Libraries, to endeavor to find in what way he could be most useful to the Columbia University Libraries. At the end of the fiscal year 1946-1947, the duties performed by the Bibliographer in American History have consisted of the following.

1. Recommending the purchase of books, pamphlets, newspapers, manuscripts, and microfilm reproductions in the field of the history of the United States, including the history of the South, slavery, and also in the fields of international relations and diplomacy.
2. Keeping in communication with members of the faculty of the American history division of the Department of History, as to their needs in the Libraries.
3. Advising graduate students on bibliographical problems, with special reference to source materials and the availability of those materials.

Among the manuscript collections acquired during the year 1946-1947 were the following:

1. Azariah C. Flagg Papers, consisting of letters sent to Flagg, a leader of the Democratic Party in New York state during the

1830's, 1840's, 1850's; in the collection are some twenty-five letters written by Martin Van Buren, President of the United States, rich in content. Acquired June, 1947.

2. Josephine Griffing Papers, a small but valuable collection, written to Mrs. Griffing, abolitionist agitator and reformer, during the 1840's, 1850's, and 1860's; in the collection are letters written by such well-known personages as Horace Greeley, Charles Sumner, John Greenleaf Whittier, and Frederick Douglass. Acquired November, 1946.

3. Charlemagne Tower Papers, consisting of letters received by Tower, capitalist, lawyer, and exploiter of natural resources; they are of significance particularly for a study of the growth of the anthracite coal mining industry in Pennsylvania and of the development of the iron mineral lands of northern Minnesota during the latter half of the nineteenth century. Acquired December, 1946

4. Oswald Garrison Villard Collection of John Browniana, consisting of manuscripts, books, pamphlets and newspapers concerning the life of the famed militant abolitionist, John Brown; this material constitutes one of the three greatest collections relevant to Brown, who, by his Kansas and Harper's Ferry exploits, aided materially in brewing anti-northern opinion in the slave states during the late 1850's, which was partly responsible for the outbreak of the Civil War. Acquired January, 1947.

Several "contacts" of a personal nature have been made by the Bibliographer in American History with the families of men of some historical importance, with a view to the acquisition of the correspondence of their ancestors by the Columbia University Libraries. Tangible results along

these lines might be expected within the next six months.

Respectfully submitted,

Reinhard H. Luthin
Associate in History and
Bibliographer in American
History.

C O P Y

July 3, 1947

APPENDIX II: REPORT OF THE CURATOR OF THE NEAR EAST COLLECTIONS

From: I. Mendelsohn
To: Mr. Roland Baughman

Report for the Academic Year 1946-1947

Near and Middle East Collections

1. Cataloging of Books:

678 books in European, Near East and Middle East languages (including Turkish) have been catalogued.

2. Cuneiform Tablets:

The Catalogue of the Babylonian Tablets which appeared in 1943 listed only 380 tablets out of a total of more than 500 in our collection. Those not listed were small fragments and it was deemed advisable at that time not to include them. Since the publication of the catalogue, however, many Assyriologists (from Yale, Brown and Chicago) have inspected our fragments and expressed the opinion that many of them are of great interest and that they ought to be published. I have undertaken the task and have already catalogued 26 of them.

3. Hebrew Manuscripts:

The preparation of the Second Volume of the Descriptive Catalogue of Oriental MSS is progressing slowly. Professor W. S. Baron and I hope to have the first draft ready by next year.

4. Acquisition of Manuscripts:

The first shipment of MSS and papyri purchased for the Library by Prof. Arthur Jeffery in Egypt arrived a few months ago. It consists of 48 Arabic and Coptic MSS and 44 miscellaneous lots of papyri written in Hieroglyphic, Demotic, Arabic, Chinese, Coptic, and Greek.

Respectfully submitted

Isaac Mendelsohn
Curator of Near East Collections

COLUMBIA UNIVERSITY LIBRARIES

~~Monthly~~ Statistical Report for 1946-47
Annual

Department ..... Signature .....

PART A - USE OF BOOKS

I. Books		
1. Use in building		
a. Reserved		
b. Non-reserved		
c. Total		4428
2. Circulation		
a. Reserved		
b. Non-reserved		
c. Total		2
II. Interlibrary Loan (Local)		
1. Number of borrowing libraries	3	
2. Number of books borrowed		8
III. Total of I, 1 and 2, and II, 2		4438
IV. Intramural Library Loan		
1. Number of department libraries borrowing	15	
2. Number of books borrowed	358	

(This circulation is not included in the item III total. Standard definitions of terms, available in mimeograph form, must be carefully followed in making up reports.)

PART B - NOTES AND COMMENT

Registered readers 1968
Books sent to the Cataloging Department 4491
Books rec'd from the Cataloging Department ..1587
Books sent to the bindery 159
Catalog cards received 2298
Manuscripts catalogued 84

(Use other side, if necessary)

R36(1140)C5

COLUMBIA UNIVERSITY LIBRARIES
Monthly Statistical Report for Sept. 1945

Department Plimpton, Smith & Dale Signature Theodore E. James

PART A - USE OF BOOKS

I. Books	
1. Use in building	
a. Reserved	
b. Non-reserved	
c. Total	14
2. Circulation	
a. Reserved	
b. Non-reserved	
c. Total	
II. Interlibrary Loan (Local)	
1. Number of borrowing libraries	
2. Number of books borrowed	
III. Total of I, 1 and 2, and II, 2	14
IV. Intramural Library Loan	
1. Number of department libraries borrowing	
2. Number of books borrowed	

(This circulation is not included in the item III total. Standard definitions of terms, available in mimeograph form, must be carefully followed in making up reports.)

PART B - NOTES AND COMMENT

Individual readers	7
Number of Visits	11

	Individual	No. of times
Mss.	4	7
Books		
Plimpton	7	8
Smith	2	4
Dale	1	1
	10	13

During the month of September very few readers made use of the facilities of the Plimpton, Smith and Dale Libraries. Prof. R.W. Hitchener completed his preliminary work on the Trevisa Ms of the De Proprietatibus Rerum of Bartholomaeus Anglicus and returned to Indiana University. Miss E. Smith, under the supervision of Prof. Lewis, of the Classics Dep't, began a revision of the catalogue of the numismatic collection on Sept. 11, and has been working in the Library every day since. Mr E. Rosen visited the Library twice to consult 4 books on Astronomy in the Smith Collection. Mr A. Baugh of the University of Penn English Dep't consulted Plimpton Ms. 268- Clement Lanthony, Harmony of the Gospels, translated by John Wyclif. Mr Jaffe was interested in Dobson, The Calculator, in the Dale Collection. Mrs Schwerzschild consulted Apianus, Cosmographia and later, in company with her husband, referred to other works on Astronomy.

(Use other side, if necessary)
R36(1140)C5

COLUMBIA UNIVERSITY LIBRARIES

Monthly Statistical Report for October 1946

Department Plimpton, Smith & Dale Signature Theodore E. James.

PART A - USE OF BOOKS

I. Books	
1. Use in building	
a. Reserved	
b. Non-reserved	
c. Total	58
2. Circulation	
a. Reserved	
b. Non-reserved	
c. Total	
II. Interlibrary Loan (Local)	
1. Number of borrowing libraries	
2. Number of books borrowed	
III. Total of I, 1 and 2, and II, 2	58
IV. Intramural Library Loan	
1. Number of department libraries borrowing	
2. Number of books borrowed	

(This circulation is not included in the item III total. Standard definitions of terms, available in mimeograph form, must be carefully followed in making up reports.)

PART B - NOTES AND COMMENT

Individual Readers 14
No. of visits 17

	Individual	No. of Times
Mss	1	1
Books		
Plimpton	11	14
Smith	46	46
Dale	0	0
	57	60

Miss E. Graff, on the staff of Fortune Magazine, visited the Plimpton, Smith and Dale Libraries in order to conduct research and secure material for a forthcoming article on Astronomy. She consulted 45 volumes in the Smith Library, as well as the collection of portraits of famous mathematicians, scientists and philosophers. Portraits of Newton, Galileo, Aristarchus and Hipparchus were selected for reproduction as were graphic representations of early sundials from seven of the books consulted. Miss Graff was very pleased with the material in our collection and since her visit we have had several calls from other members of the staff of Fortune. Mr. Forrest Bowe, of the Bibliographical Society, visited the Library on three occasions to study five books from the Plimpton Collection. He is preparing a work on Early French Literature in English Translations before 1820, and found many examples of translated stories among our early American volumes. Dr. E. Moody, of the Dep't of Philosophy referred to the Logica Perutilis of Albert of Saxony (Plimpton Ms. 143). Miss E. Smith is still working on a catalogue of the numismatic collection. Six classes from the Library School paid us a visit in separate groups and were given talks on the contents of our collections. Several returned later to consult about topics for term papers. Sixty-eight students from the Dep't of Mathematics of Teachers College spent the evening of Wed. Oct. 30

(Use other side, if necessary)

R36(1140)C5

examining the works on exhibit. After a talk the students gathered about items in which they were particularly interested and received more detailed explanations of the works themselves. Additions to the Library during the month included: Falconer, John, Cryptomenysis Patefacta, London, 1685, Greaves, John, The Origine and Antiquity of our English Weights and Measures Discovered, London, 1727; a manuscript: Dalyson, Martin, Arithmetica Practica, St. Germain-en Laye, 1704; a calligraphy book: Les Ecrituros Financiere, et Italienne-Bastarde par Louis Barbedor, Paris 1647, fac-simile en grandeur originale.

COLUMBIA UNIVERSITY LIBRARIES

Monthly Statistical Report for October 194 6

Department Plimpton, Smith & Dale Signature Theodore E. James

PART A - USE OF BOOKS

I. Books		
1. Use in building		
a. Reserved		
b. Non-reserved		
c. Total		58
2. Circulation		
a. Reserved		
b. Non-reserved		
c. Total		
II. Interlibrary Loan (Local)		
1. Number of borrowing libraries		
2. Number of books borrowed		
III. Total of I, 1 and 2, and II, 2		58
IV. Intramural Library Loan		
1. Number of department libraries borrowing		
2. Number of books borrowed		

(This circulation is not included in the item III total. Standard definitions of terms, available in mimeograph form, must be carefully followed in making up reports.)

PART B - NOTES AND COMMENT

Individual Readers 14
No. of visits 17

Miss	Individual 1	No. of Times 1
Books		
Plimpton	11	14
Smith	46	46
Dale	0	0
	57	60

Miss E. Graff, on the staff of Fortune Magazine, visited the Plimpton, Smith and Dale Libraries in order to conduct research and secure material for a forthcoming article on Astronomy. She consulted 46 volumes in the Smith Library, as well as the collection of portraits of famous mathematicians, scientists and philosophers. Portraits of Newton, Galileo, Aristarchus and Hipparchus were selected for reproduction as were graphic representations of early sundials from seven of the books consulted. Miss Graff was very pleased with the material in our collection and since her visit we have had several calls from other members of the staff of Fortune. Mr. Forrest Bowe, of the Bibliographical Society, visited the Library on three occasions to study five books from the Plimpton Collection. He is preparing a work on Early French Literature in English Translations before 1820, and found many examples of translated stories among our early American volumes. Dr. E. Moody, of the Dep't of Philosophy referred to the Logica Perutilis of Albert of Saxony (Plimpton Ms. 143). Miss E. Smith is still working on a catalogue of the numismatic collection. Six classes from the Library School paid us a visit in separate groups and were given talks on the contents of our collections. Several returned later to consult about topics for term papers. Sixty-eight students from the Dep't of Mathematics of Teachers College spent the evening of Wed. Oct. 30

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COLUMBIA UNIVERSITY LIBRARIES
Monthly Statistical Report for November 1946

Department Plimpton, Smith & Dale Signature

PART A - USE OF BOOKS

I. Books		
1. Use in building		
a. Reserved		
b. Non-reserved		
c. Total		23
2. Circulation		
a. Reserved		
b. Non-reserved		
c. Total		
II. Interlibrary Loan (Local)		
1. Number of borrowing libraries		
2. Number of books borrowed		
III. Total of I, 1 and 2, and II, 2		23
IV. Intramural Library Loan		
1. Number of department libraries borrowing		
2. Number of books borrowed	17	

(This circulation is not included in the item III total. Standard definitions of terms, available in mimeograph form, must be carefully followed in making up reports.)

PART B - NOTES AND COMMENT

Individual Readers 12
No. of visits 16

	Individual	No. of Times
Mss	1	1
Books		
Plimpton	16	20
Smith	6	6
	82	26

During the month of November 17 Mss and early printed books from both the Plimpton and Smith collections were loaned to Miss B. Frick for use in connection with her classes in the Library School. Mr. Clagett of the History Dep't borrowed andAstrolabe from the Smith Collection to explain its construction and use to the students of Columbia College. Mr L.S. Friedland of The Scholars Reprint Society on several occasions consulted The Institution of a Young Mable Man by James Cleland. A new critical edition of this work will be issued soon and our copy was helpful in clearing up several difficult points. A group of 25 honor students of the Senior class of Sewanhoka High School, Floral Park, N.Y., paid a visit to the Library. They were quite interested in our exhibit on the development of writing as well as in the Plimpton collection of Horn Books. During their stay of 1 1/2 hours they were given a general explanation of our collection as well as a detailed description of particular items of interest. They proved to be an interested and intelligently curious group of appreciating students.

Recent acquisitions included: Physica, G.B. De Saint Romain, Leyden, 1684; Arithmetic by Grades, J.T. Prince, Boston, 1895; Traité de la Trigonometrie

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géométrique, J. Marrois, Orleans, 1647; Arithmétique au Miroir, J. Alexander, Paris, 1637; Regola della quantità and Elementi de la quantità irrationale, P. Cataldi, 1618 and 1620; Tractatus proportionum, P. Espinosa, 1545.

During the past month there were a great many requests from the Union Catalogue Interlibrary loan division to search for books. In fact after searching the catalogues for requested titles there was very little time left for anything else. There is definitely a need in the Plimpton, Smith and Dale Library for at least another part-time worker to file cards, of which there is a backlog at present of about 2500, search for requested titles, and service readers in order to allow time for the preparation of a completed catalogue of the Plimpton manuscripts.

COLUMBIA UNIVERSITY LIBRARIES
Monthly Statistical Report for December 1946

Department Plimpton, Smith & Dale Signature

PART A - USE OF BOOKS

I. Books		
1. Use in building		
a. Reserved		
b. Non-reserved		
c. Total		118
2. Circulation		
a. Reserved		
b. Non-reserved		
c. Total		
II. Interlibrary Loan (Local)		
1. Number of borrowing libraries		
2. Number of books borrowed		
III. Total of I, 1 and 2, and II, 2		118
IV. Intramural Library Loan		
1. Number of department libraries borrowing		
2. Number of books borrowed	12	

(This circulation is not included in the item III total. Standard definitions of terms, available in mimeograph form, must be carefully followed in making up reports.)

PART B - NOTES AND COMMENT

Individual Readers	22
No. of visits	43

	Individual	No. of Times
Mss	16	16
Books		
Plimpton	70	70
Smith	29	30
Dale	3	3
	102	103

Miss B. Frick borrowed 12 Mss and early printed books for exhibit in the Library School Library.

Prof. R. S. Loomis, of the Graduate School English Dep't, held his Seminar class with 8 students in the Library and they examined and discussed 9 of our Mss of the period of Chaucer.

12 students from Walton High School Mathematics Club spent an afternoon with the Smith collection of Mathematical instruments and the Plimpton collection of Hornbooks.

18 graduate students from the English Dep't had a class in the Library to study the transition from the Ms to the early printed book with emphasis on early English books. Talks were presented by Mr. R. Baughman and Mr. T. James.

Miss J. Mull, of Fortune Magazine, spent one morning in a search for a 'human' alphabet for a forthcoming article. After examining some 35 books and 5 Mss she selected one from Silvestre of a 17th century Italian group of men and women. The article will concern body-building institutions and the

(Use other side, if necessary)

title: "Body-building" will be formed from letters showing men and women in athletic poses.

Prof. E.B. Allen from Rensselaer Polytechnic Institute of Troy, N.Y., spent some time examining a Sanskrit Ms of astronomical calculations in the Smith collection . He proposes to have photostats made of it in order to make a collation with other fragments with a view to publication.

Received from the acquisitions Dep't during the month:

Philips' School Series, Europe: Physical and Political

Ficklin, Joseph, National Arithmetic, Amer. Bk. Co. c1881.

Ollendorff's New Method of learning to read, write, and speak the German language, etc, by S. Adler, N.Y., Appleton, 1862.

Ullman, B.L. Second Latin Book, N.Y. Macmillan, 1929

Cerf, Barry, and Giese, W.F. Beginning French, revised. N.Y., Holt 1919,1921

COLUMBIA UNIVERSITY LIBRARIES
Monthly Statistical Report for January 1947

Department Plimpton, Smith and Dale Signature

PART A - USE OF BOOKS

I. Books	
1. Use in building	
a. Reserved	
b. Non-reserved	
c. Total	215
2. Circulation	
a. Reserved	
b. Non-reserved	
c. Total	
II. Interlibrary Loan (Local)	
1. Number of borrowing libraries	
2. Number of books borrowed	
III. Total of I, 1 and 2, and II, 2	215
IV. Intramural Library Loan	
1. Number of department libraries borrowing	
2. Number of books borrowed	

(This circulation is not included in the item III total. Standard definitions of terms, available in mimeograph form, must be carefully followed in making up reports.)

PART B - NOTES AND COMMENT

Individual Readers 47
No. of times 50

	Individual	No. of times
Mss	10	10
Books		
Plimpton	20	20
Smith	35	35
Dale	150	150
	205	205

On Jan. 9 a class in Occupational Therapy in Columbia University spent a couple of hours examining the Manuscripts and Rare Books on exhibit in the Plimpton, Smith and Dale Library. On Jan 11 there was a class from the Evander Childs High School which was mainly interested in the exhibit of mathematical instruments. A lecture was given to both groups on the history and contents of the collections by Mr. James. Prof. Oystein Ore from Yale University was interested in the Smith collection of portraits of eminent mathematicians and scientists from which he selected two for reproduction in his forthcoming book; he also requested a photostat of the Dale "tally stick" in the collection of mathematical instruments. Mr. L.V. Judson, Chief of the Length Section of the National Bureau of Standards spent 3 days examining the Dale Library of Weights and Measures. He was interested in all the books which contained information about the values of foreign units of weights and measures in terms of metric units or U.S. customary units. During the month we received a visit from Mrs David Eugene Smith in company with her sister Miss C.E. Luse from Calif. and Mrs S. Belden from Montana.

Acquisitions: Pratt, Mara L., Practical Language Exercises, NY., 1891; Herm, P., Ahn's Fourth German Book, NY, 1876; Barss, J.E., Writing Latin, Boston. 1909; B rowne, W., The Money, Weights & Measures of the Chief Commercial

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Nations in the World, 8 ed. London, 1899; Gravesande, William Jacob van's Mathematical Elementss of Natural Philosophy, L ed, London, 1720; Vigny, Alfred De, Laurette ou Le Cachet Rouge, Boston, 1898; Vingut, Francisco Javier, A Spanish Reader, NY, 1856; Adler, G.J., Ollendorff's New Method of Learning German, NY, 1862; Bickham, George, The Universal Penman, 1743, (reprinted 1941, NY.).